Project Review Team – Meeting Minutes – May 6, 2015

The following Departments/Agencies participated in the meeting:

Department of Agriculture (USDA)
- Departmental Management (DM)

Department of Commerce (DOC)
Department of Homeland Security (DHS)
Department of Housing and Urban Development (HUD)
Department of Labor (DOL)
Department of Treasury (TR)
Federal Deposit Insurance Corporation (FDIC)
Smithsonian Institution

NFC, GESD Representatives
- Gaynel Seibert, Project Control Branch (PCB)
- Lisa Stafford, Chief, Systems Requirements Branch (SRB)
- Josie Stovall, Supervisor, SRB
- Alisa Wells, Chief, Web Requirements Branch (WRB)
- Ronald Douglas, Supervisor, WRB
- John Faciane, Payroll Web Systems Branch (PWSB)
- Phil Guarino, Legacy PPS Risk Mitigation

Meeting Materials Provided

- Agenda
- PRT Meeting Minutes, February 11, 2015
- PRT Meeting Presentation May 2015
- Pay Period 13 Scheduled Release PRT May 2013
- Customer User Acceptance Test (CUAT) PRT May 2015
- *INSIGHT* PRT May 2015
- Risk Mitigation for Legacy Payroll Personnel Systems PRT May 2015

Welcome and Introductions – Gaynel Seibert

Gaynel welcomed and thanked everyone for their attendance. Roll-call was taken.

Recap of February 11, 2014 PRT Meeting – Gaynel Seibert

Minutes and handouts were posted to the NFC Home Page on February 24, 2015 and are also provided via GovDelivery. If you did not receive this information, please send an email to PRTeam@nfc.usda.gov.

Review Action Items – Gaynel Seibert

There were no open action items to report on.

PRT Updates – Gaynel Seibert

- PRT Standard Slides – Software Change Request statistics and Incident Report statistics were provided for PPS, *EmpowHR* and webTA. Callers were instructed to review the slides and if there were any questions, send a request to PRTeam@nfc.usda.gov.

- PRT Reports **–** Reports were provided on May 4, 2015.
  Note: If you are not receiving the reports, please send an email to PRTeam@nfc.usda.gov.

Ongoing Initiatives/Project Discussion

- **Scheduled Release – CY15 PP06 – Mainframe and Web Applications –** Ronald Douglas

  Mainframe and Web Community-Wide Scheduled Release CY15 13 handout was provided.

  SCR 212305, RETM Mode for Processing Cancellations of Personnel Actions, and SCR 863029, History Override Export SQC Changes, were reviewed.

  Community Wide FRDs are posted to the NFC Home Page no later than three pay periods prior to implementation.

- **CUAT – Cheryl Carroll**

  CUAT handout was provided. Questions will be sent to PRTeam@nfc.usda.gov.

- *INSIGHT* **– John Faciane**

  INSIGHT Enterprise Reporting Solution handout was provided.

  Recent accomplishments include completion of Disaster Recovery Drill, began working on requirements for webTA and Paycheck8, and Locator/List. Stabilization is complete for Workforce Profile, Personnel History and PMSO. Phased Retirement was also completed.

  Currently working on daily application monitoring, issue remediation and user support/training.

  IE11 Upgrade is scheduled for May 2015. POC for testing will be provided to PRT members. (Action Item 1- Resolved May 7th – Gaynel Seibert sent an email to PRT members stating Vincent LaCombe is the POC for IE11 testing.)

- **Risk Mitigation for Legacy Payroll/Personnel Systems – Phil Guarino**

  Risk Mitigation for Legacy Payroll/Personnel Systems handout was provided.

  Project will convert the Legacy Payroll/Personnel System from IDMS to DB2.

  Accomplishments include completion of performance test of payroll/personnel applications and global assessment of inventory for non-payroll applications.

Phase I refresh of payroll/personnel applications is in process.

Phase II global assessment exceptions have been resolved and the detailed analysis has begun. Phase II of project is heavily dependent on ITSD and GESD completing tasks timely.

- **Customer Comments –**

  Joyce DeLaPena, DHS, questioned why IR 881363 was no longer on PRT Report and who is notified when an IR is resolved. (Action Item 2 – Resolved May 6th – Gaynel Seibert sent an email to PRT members stating the IR was resolved April 30, 2015 and that an email notification was sent to the Customer and Contact listed on the ticket.)

- **Closing Remarks – Gaynel Seibert**

  The revised SCR has been approved and will be provided via a Customer Notification (CN). The CN should be sent by the end of the week (May 8th).

  The next meeting is scheduled for August 12, 2015, 10:00 a.m. eastern time. An email will be sent out three weeks prior to the meeting requesting submission of any questions that you would like to discuss.